

**Lebanon Board of Finance**

**Minutes of March 18, 2014**

**Regular Meeting**

**Members present:** Liz Charron, Chairman, Betsy Petrie, Greg Lafontaine, David Scata, Meghan Bruce, Philip Johnson

**Alternates present:** Diane Malozzi, Joan Merritt

**Absent:** Ed Tytor, Alternate

Also present

Selectmen: Linda Finelli, John Bendoraitis

Veronica Calvert, Finance Director, Brandon Handfield, Public Works Director, Sandra Tremblay, Recreation Department.

**Item A. Call to Order**

The meeting was called to order at 7:31 p.m. by L. Charron.

**Item B. Minutes**

Motion by Phil Johnson, seconded by Betsy Petrie to approve the minutes of February 11, 2014 Public Hearing. Motion passed with David Scata abstaining.

Motion by Phil Johnson, seconded by Meghan Bruce to approve the minutes of February 20, 2014 Public Hearing. Motion passed with Betsy Petrie abstaining.

Motion by Phil Johnson, seconded by Meghan Bruce to approve the minutes of February 20, 2014 Special Hearing. Motion passed with Betsy Petrie abstaining.

Motion by Betsy Petrie, seconded by Meghan Bruce to approve the minutes of February 25, 2014 Public Hearing. Motion passed with Phil Johnson abstaining.

Motion by Betsy Petrie, seconded by Meghan Bruce to approve the minutes of February 25, 2014, Special Meeting. Motion passed with Phil Johnson abstaining.

Motion by Betsy Petrie, seconded by Meghan Bruce to approve the minutes of February 27, 2014 Public Hearing. Motion passed unanimously.

Motion by Phil Johnson, seconded by Greg Lafontaine to approve the minutes of March 4, 2014 Public Hearing. Motion passed with David Scata, Meghan Bruce, Betsy Petrie and Phil Johnson abstaining.

Motion by Betsy Petrie, seconded by Greg Lafontaine to approve the minutes of March 6, 2014 Public Hearing. Motion passed with David Scata, Phil Johnson and Meghan Bruce abstaining.

Motion by Betsy Petrie, seconded by Phil Johnson to approve the minutes of March 11, 2014 Public Hearing. Motion passed with David Scata and Meghan Bruce abstaining.

### **Item C. Correspondence**

Liz Charron noted that correspondence had been received from residents and members of the Commission on Aging in support of a full time director of the Senior Center. Veronica Calvert will scan and e-mail this correspondence to members of the Board of Finance.

### **Item D. Public Comments**

None.

### **Item E. Monthly Town Reports for Fiscal Year 2013-2014 Expenditures, Revenue, TIP/SIP, Contingency Balance, and Fund Balance**

Reports as of February 28, 2014 were reviewed. Brandon Handfield gave an update on the snow removal budget. At this time he estimates that line item will be \$22,500.00 over budget due to severe winter weather this year. Purchasing sand and salt for next season was discussed. There will be some supply on hand from this season, will order supply for next year after July 1, 2014.

WPCA line item was discussed. Need to know if WPCA will use their budget for this year. Veronica Calvert noted a large part of their budget was for potential legal issues. They will be asked to attend the April meeting. Probate Court expense and Police Services will be paid by the end of the fiscal year.

Brandon Handfield reported that line item 430, Public Works Department, is very tight. Expenses were discussed that have been incurred. Bulk oil and hydraulic fluids have been ordered. Insurance did not cover a \$1,000.00 deductible each for two trucks that were damaged during the winter season. Also, there was an over expenditure of \$2000 in the capital project for refurbishing two vehicles. This extra expense was booked to DPW. Discussion of what approval process should be for these type of expenses. Will address these expenses under other later in agenda.

TIP Report – renovations that have been completed at the Public Works Garage were discussed. A sub total by project on the report would be helpful.

Revenue – only need to be reported quarterly to Board of Finance.

### **Item F. Sub committees**

#### **1. Policies and Procedures Subcommittee**

No report. Will discuss following budget process.

#### **2. Capital Subcommittee**

No report. Will discuss during the budget process.

### **Item G. New Business**

#### **1. Information for the BOF – DPW extraordinary expenses in FY 2014**

This topic was discussed under Item E above.

#### **2. Consider and act on pool repairs**

John Bendoraitis reported on what the repairs to the pool could be and that there may be cracks in the community pool. A pressure test of the lines is needed to determine extent of repairs needed. On May 21, 2013 \$4,041.00 was authorized as an expense out of TIP by the Board of Selectmen. If there are cracks and or leaks in the pool these repairs would be more costly. There also have been sporadic leaks in the Community Center, don't know if these are caused by the pool. The Recreation Commission would pay for any water that is needed to refill the pool once repairs are made. The Board of Selectmen has discussed getting an estimate which could be up to \$15,000.00 for repairs. The pool is 44 years old, repair if needed could add 15 years to the life expectancy of the pool. Various funds that could be used were discussed. The pool is a Town asset that needs to be maintained.

Betsy Petrie made a motion to authorize up to \$15,000.00 from the TIP Fund for pool repairs at the Community Center to include any associated equipment. Seconded by Greg Lafontaine. Motion passed unanimously.

3. Consider and act on a revised Fiscal Year 2014-2015 budget calendar

David Scata made a motion to change the Public Hearing date to Thursday, April 10, 2014, and to add location of Community Center of March 27<sup>th</sup> meeting. Motion passed with Phil Johnson voting no.

Meghan Bruce made a motion to add March 31, 2014 for a special meeting if needed to finalize budget proposal. Seconded by David Scata. Motion passed unanimously.

4. Open, consider, and act on the proposals received for audit services

There were four responses to the request for audit services as follows: Sandra E. Wellwood CPA from Danbury, CT, Stephen Hopkins from Scarborough, ME, Michaud Accavallo with offices throughout Connecticut, Ron L. Beaulieu from Portland ME. Veronica Calvert discussed excellent services from current auditor. Several services have been at no cost to the Town. Current audit services were discussed. Liz Charron discussed policies and procedures for audit services. Meghan Bruce discussed the merit of having a different auditor. Liz Charron, Meghan Bruce, Phil Johnson and Diane Malozzi will review the requests received and report back to the Board of Finance.

## **H. Other**

Phil Johnson made a motion to add to the agenda to consider and act upon authorizing the expense for auto body work for DPW equipment. Seconded by David Scata. Motion passed unanimously.

Phil Johnson made a motion to authorize the overexpenditure of \$2,000.00 for auto body refurbishment for two DPW vehicles in Capital, with funds to come from Contingency. Seconded by David Scata. Motion passed unanimously.

## **I. Adjourn**

David Scata made a motion to adjourn the meeting. Seconded by Phil Johnson. Motion passed unanimously. Meeting adjourned at 9:05 p.m.

**Respectfully Submitted,**

**Kathleen E. Chapman**

**Board of Finance Clerk**